All Student Club/Orgs traveling MUST have pre-approval

Please complete the Student Travel pre-approval form found [here](https://uwosh.presence.io/forms).

The club/org advisor will need to approve the form; the form will progress through the approval process to Rae Ann, SAC/OSA/SLS Office Manager for approval. Rae Ann will check the approved budget for the club/org before traveling.

After the approval then Rae Ann or the club/org advisor will assist with travel arrangements.

ANY TRAVEL COMPLETED WITHOUT PRIOR APPROVAL WILL NOT BE REIMBURSED!